



Specialized Non Party Filers Registration

Registering for an eFile Account

1. Open a web browser (not illustrated).
2. Enter the following URL – **https://www.iowacourts.state.ia.us/Efile** or via the link provided on the Judicial Branch Homepage.
3. Click **Request Account**.

4. Read and review the **User Agreement**.
5. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



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- Click the **acceptance radio button** to acknowledge the User Agreement and Chapter 16 Rules.

☒ I have read, understand, and agree to comply with this user agreement and the rules and procedures contained in Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.

☐ I do not accept the terms of the user agreement

Cancel Submit

- Click **Submit**.

- Select **Specialized Non-Party Filers** as the User Role.

USER ROLES

Select your user role:

☐ Registered Filer

☐ Iowa Attorney

☐ Agent

☐ Government Agency

☐ Pro Hac Vice

☒ Specialized Non-Party Filers

Cancel Next

- Click **Next**.

- Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.

Select a company

Select the company you belong to or type it in below:

☒ Existing Company Name: [dropdown menu]

☐ New Company Name: [text input]

Cancel Next

- Click **Next**.



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12. Complete the required fields to set up a **User Account**.

User Name - select a unique user name. This will be what is used to log into the eFile system.

Password - choose a password that is at least 4 characters long

Name – the eFiler’s first and last name

Email - this address will be used to receive courtesy notifications.

Alternate Email – include additional addresses to receive notifications

Address - My Company’s Address will display for existing organizations. A new organization

The form is titled "Request a User Account". It contains several sections: "Required Fields" with fields for Company Name (ABC LAW FIRM), User Name, Password, Confirm Password, Title, First Name, Middle Name, Last Name, Suffix Name, Phone, Fax, Email, 1st Alternate Email, and 2nd Alternate Email. A note states "Your password must be at least 4 characters long." Below the fields are two radio buttons: "Use My Company's Address" (selected) and "Use My Address". The "Use My Address" section includes fields for Address Line 1, Address Line 2, Address Line 3, City, State (Iowa), Postal Code, and Country (United States). At the bottom are "Cancel" and "Submit" buttons. A red arrow points to the "Submit" button.

13. Click **Submit**.

14. A confirmation page will display for the requested **User Account**. Click **OK**.

The confirmation page is titled "User Account Requested". It contains the text: "Your request to be registered as a user of the eFlex System has been received. Your request you will be able to login under the below username with". Below this is the user information for "Mary Jones": User Name: MJones, Phone:, Fax:, EMail: [redacted], Address: 1111 Tulip Lane, Storm Lake, IA 50588, US. At the bottom is an "OK" button, which is circled in red.

Note! An email confirmation will be sent to the registered email address when the registration has been approved.



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Logging into an eFile Account

1. Return to the **Log In** page and enter the **User Name** and **Password**.
2. Click **Log In**.

A screenshot of the Iowa Judicial Branch eFiling website. The header includes the Iowa Judicial Branch logo, the text "ELECTRONIC FILING", and a navigation bar with links: "Welcome", "Terms of use", "Payment policy", and "Support". The main content area is divided into three sections. On the left is a "Mission Statement" box. In the center is a "Welcome eFiling" section with a message: "Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service." On the right is a "Log In" section with the heading "Enter your User Name and Password." Below this are two input fields: "User Name:" and "Password:". A red rectangle highlights these two fields. Below the "Password:" field, the "Log In" button is circled in red. To the right of the "Log In" button is a link that says "Forgot Your Password?". At the bottom of the "Log In" section is a "Request Account" button.

The information contained in the training materials for the Iowa Judicial Branch Electronic Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.